



Sponsorship Checklist 1: Pre-Submission

AURA will guide your group/parish through the following steps as we work together to submit a refugee sponsorship application:

Stage 1:

- An Anglican Parish expresses interest in a refugee sponsorship application OR AURA approaches the Parish to request their support/ involvement
- AURA requests pre-approval from the Anglican Diocese of Toronto to confirm the Parish is in good financial standing
- Parish leadership and wardens are in support of the sponsorship
- There is a committed sponsor group and AURA has been satisfied of their ability to support the refugee's settlement
- AURA assesses the refugee's case and is satisfied that it meets the eligibility requirements of the Canadian government's sponsorship program

Stage 2:

- Work on the application forms begins
 - for BVORs, this means selecting a refugee family/individual from the database
 - for Named Cases, this means completing government forms, documents, translations, photos, signatures etc. and can be a lengthy process requiring assistance from sponsor group or family members
- If the parish is collaborating with a community group or relatives in Canada, then a Memorandum of Understanding (Agreement) may be signed to clarify roles
- A pre-determined amount of money must be raised or provided (ask AURA for the amount). The funds **must be** held in a bank account belonging to the Parish, restricted for sponsorship and tracked separately from operational funds
- The group leader must submit recent police checks and contact information for all group members to AURA

Stage 3:

- The application forms are completed/reviewed
- The Parish provides AURA with a confirmation of the funds in place
- AURA arranges a conference call with the Senior Wardens of the Parish, asking them to sign the government sponsorship forms
- The group leader must submit a draft AURA Settlement Plan and Budget
- AURA sends the Anglican Diocese of Toronto the documents signed by the Wardens and the confirmation of funds for final approval.
- After final approval is granted, AURA submits the application to the government of Canada

Average Processing Time: BVORs: 2-4 months, Named Cases: 1-2 years
Upon arrival, the 1 year sponsorship period begins